

LOCATING PROPERTY RECORD CARD

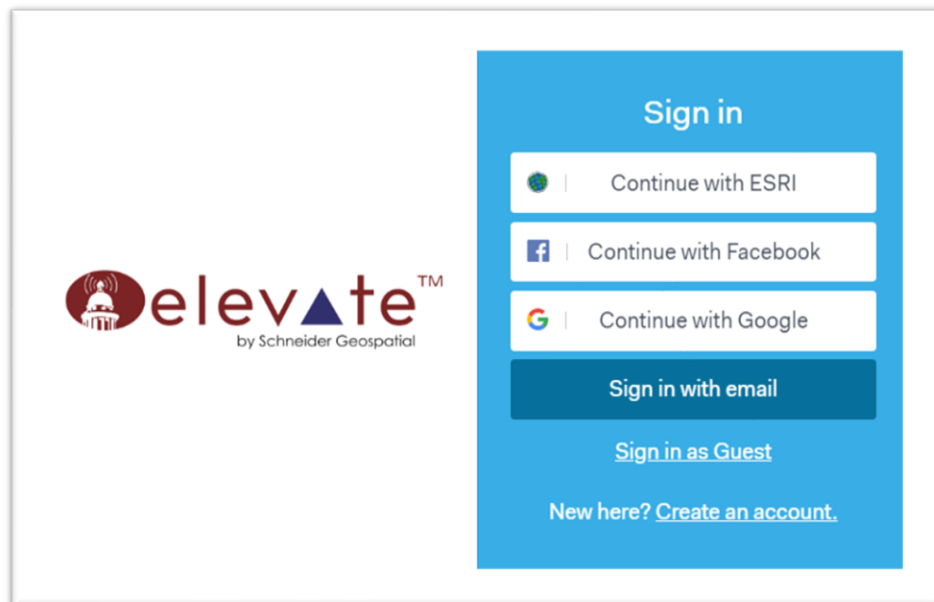
Without Subscription

Through Elevate GIS, all property's record cards (PRCs) for the most recently certified assessment years can be located for Elkhart County parcels. Our website (www.elkhartcountyassessor.com) has a page where you will find the direct link to Schneider Geospatial's page (<https://www.schneidergis.com/elevate>) where you can select Elkhart County.

The following steps are how to ascertain a PDF copy of a property's PRC **without purchasing a subscription**. You can also request PRCs through our PRC request buttons on our website through both the home screen or the property record card page. If you only have a few properties you are seeking, emailing us might be the easiest and most effective way depending on your user abilities online.

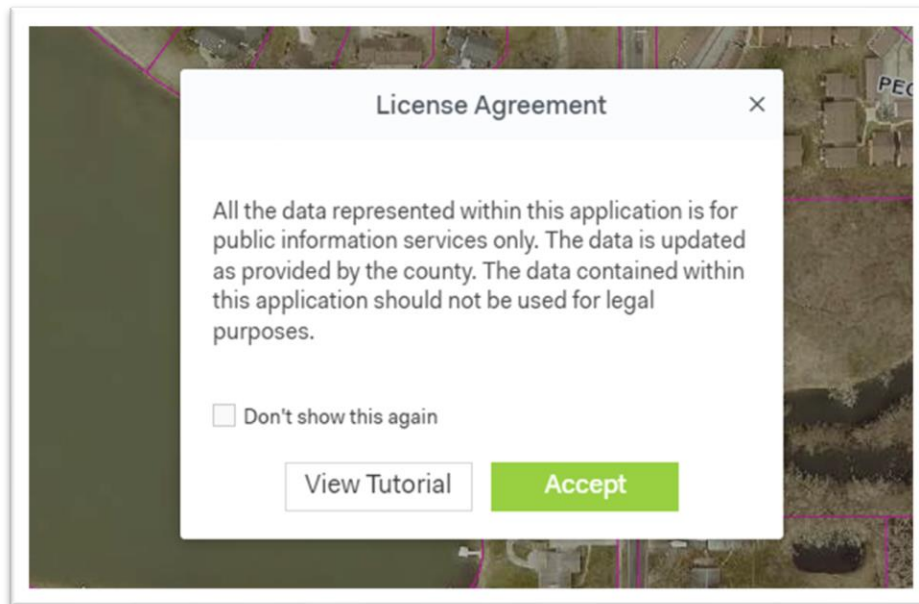
Step 1

When prompted you can simply choose the *Sign in as Guest* option.



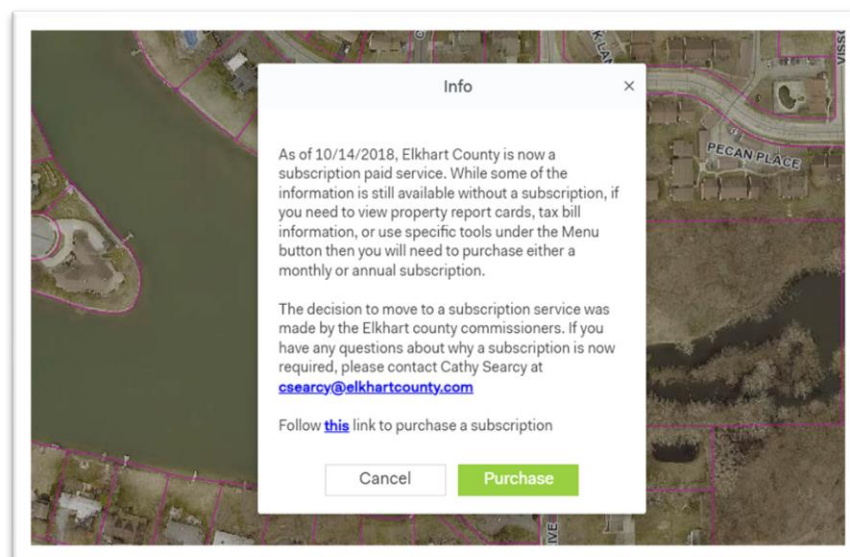
Step 2

When this window comes up you can either choose to watch the tutorial or click accept.



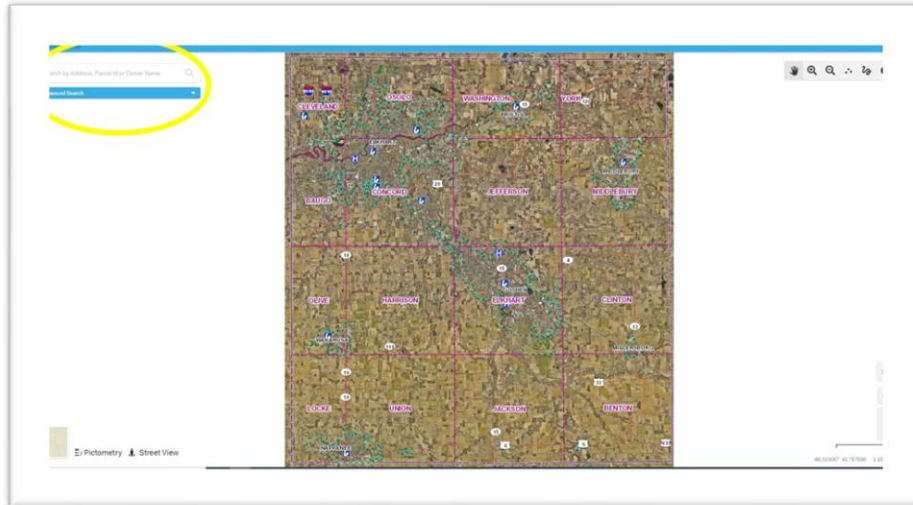
Step 3

Click **Cancel** when this screen comes up.



Step 4

For you to be able to locate the PRC for a property you have to interact with the upper left search box (circled in the image below).



Step 5

If you know the address, name or parcel number (the three most common items to search) begin typing those in the window until you see the property you are seeking a PRC for.



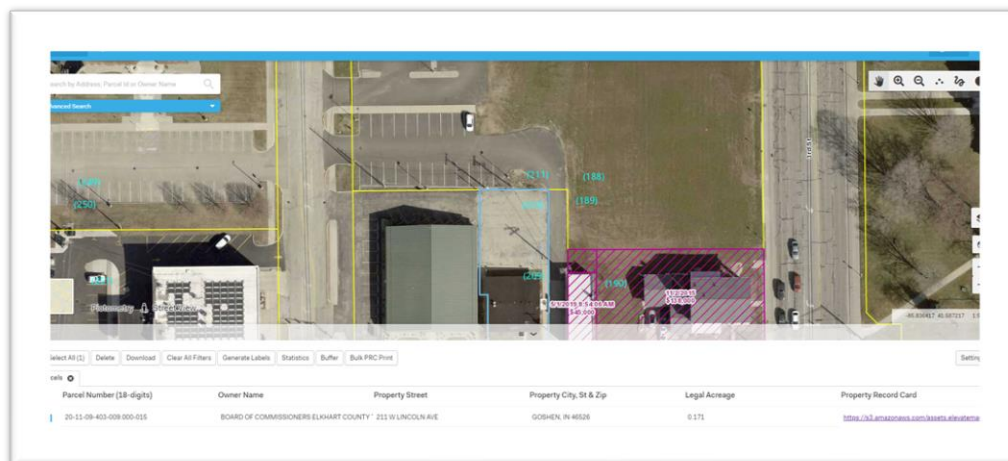
Step 6

Hover your mouse over the address and parcel which you desire and click. When hovering over it, your cursor will most likely turn into a little hand icon like the following image:



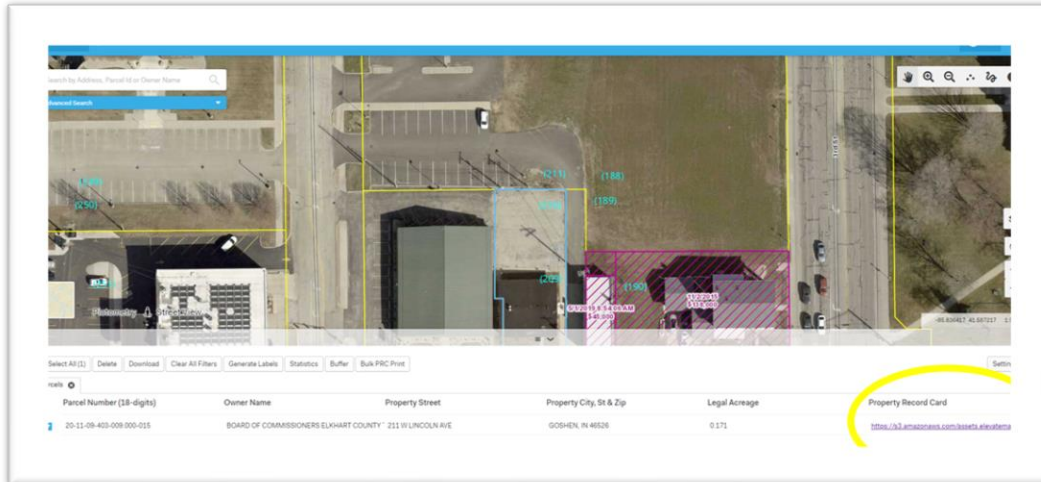
Step 7

Once you have clicked on the property in the search bar that you desire, the map will zoom into the parcel and an informational bar will come across the bottom of your screen like pictured below:



Step 8

The PRC is the link located in the informational bar that popped up when you clicked on the property in the search bar, which is circled below:



Step 9

Upon clicking on that link a new page will display the PRC. From there you can review, print or download it onto your device.